

Event:

Time:

Date: _____

MENU

Appetizers	Main	Drinks

ACTIVITIES

1. _____
2. _____
3. _____

DECOR

TO BUY

		Paper Goods

TO DO

1. _____
2. _____
3. _____

Location:

Start time:

Event:

Time:

Date: _____

TO MAKE

1. _____
2. _____
3. _____

TO BRING

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

MISCELLANEOUS

1. _____
2. _____

SET UP

LAYOUT

Location:

Start time: